Australian Government

The National School Chaplaincy and Student Welfare Program

User Guide for School Entry Point:
How to 'Register' and how to request Reporting Authority and Finance Contact access

Funding Recipients

Funding Recipients funded under the National School Chaplaincy and Student Welfare Program (NSCSWP) are required to comply with all reporting requirements outlined in the NSCSWP funding agreement and guidelines in order to gain and maintain funding.

- Funding Recipients must have the 'Reporting Authority' role in order to access and complete the forms in School Entry Point (SEP).
- Funding Recipients must have the 'Finance Contact' role in order to view their Tax Invoices in SEP.
- Both roles can be applied for at the same time.

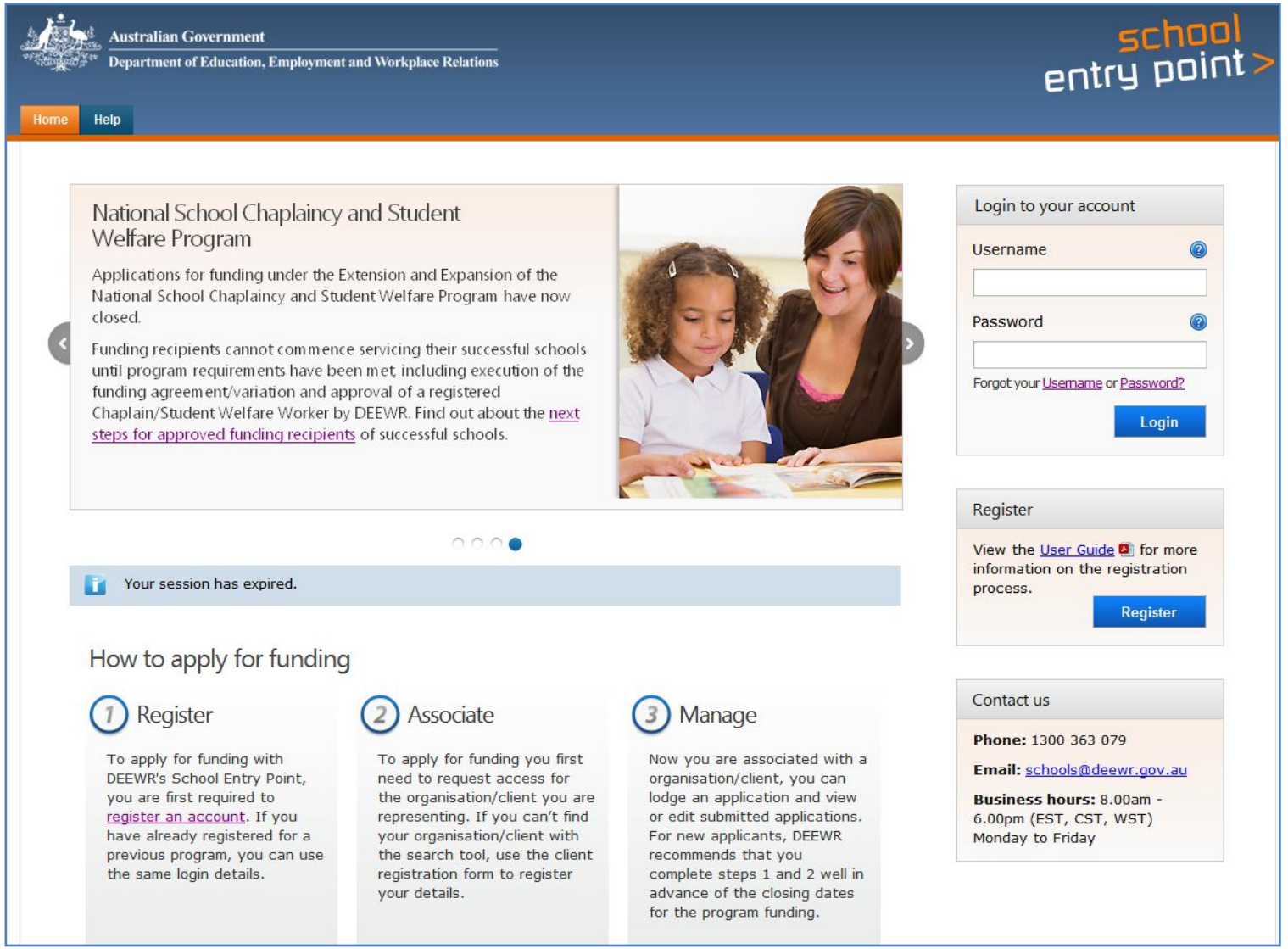
Part 1. How to Register

Log in and Register

1. Existing users may **enter their Username** and **Password** to log in.

Note: If you have forgotten your details please use the Forgot your Username or Forgot your Password function to reset the log in details. If you have further problems please use the 'Contact Us' feature on the SEP homepage.

2. New users must select the **Register** button to create an account


Australian Government
Department of Education, Employment and Workplace Relations
school entry point
Home
Help
National School Chaplaincy and Student Welfare Program
Applications for funding under the Extension and Expansion of the National School Chaplaincy and Student Welfare Program have now closed.
Funding recipients cannot commence servicing their successful schools until program requirements have been met, including execution of the funding agreement/variation and approval of a registered Chaplain/Student Welfare Worker by DEEWR. Find out about the next steps for approved funding recipients of successful schools.
Your session has expired.
How to apply for funding
1 Register
To apply for funding with DEEWR's School Entry Point, you are first required to register an account. If you have already registered for a previous program, you can use the same login details.
2 Associate
To apply for funding you first need to request access for the organisation/client you are representing. If you can't find your organisation/client with the search tool, use the client registration form to register your details.
3 Manage
Now you are associated with a organisation/client, you can lodge an application and view or edit submitted applications. For new applicants, DEEWR recommends that you complete steps 1 and 2 well in advance of the closing dates for the program funding.
Login to your account
Username
Password
Forgot your Username or Password?
Login
Register
View the User Guide for more information on the registration process.
Register
Contact us
Phone: 1300 363 079
Email: schools@deewr.gov.au
Business hours: 8.00am - 6.00pm (EST, CST, WST) Monday to Friday

Registration

1. After selecting the **Register** button on the log in page, you will be directed to the Register a New Account page

2. You may need to scroll down the page to get to all the fields

3. Enter your personal information. *You need to create your own User Id and Password*

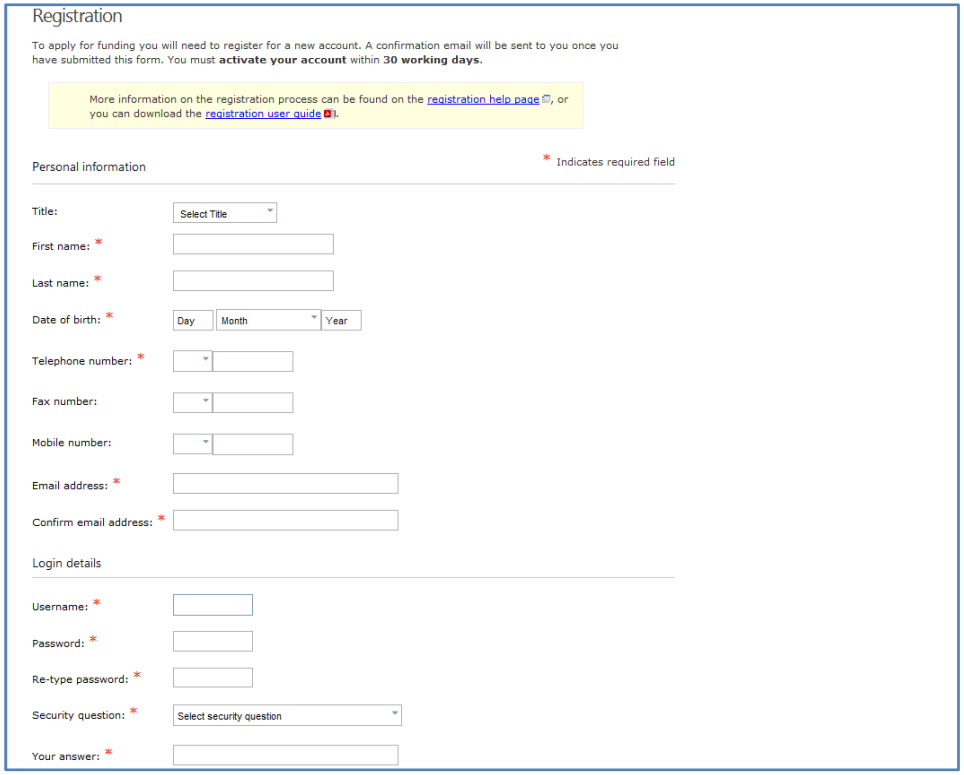
4. Acknowledge you have read the terms and conditions

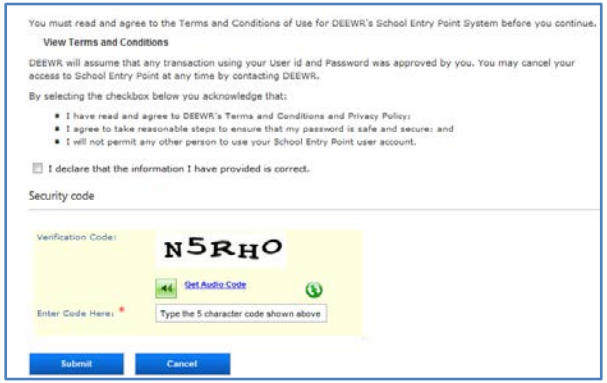
5. Enter the verification code

   - do not put in any spaces
   - if you can't read the verification code, generate a new one by clicking on the **refresh** button

6. Click on the **Submit** button

7. A Confirmation page loads.


Registration
To apply for funding you will need to register for a new account. A confirmation email will be sent to you once you have submitted this form. You must activate your account within 30 working days.
More information on the registration process can be found on the registration help page, or you can download the registration user guide.
Personal information
* Indicates required field
Title:
Select Title
First name: *
Last name: *
Date of birth: *
Day
Month
Year
Telephone number: *
Fax number:
Mobile number:
Email address: *
Confirm email address: *
Login details
Username: *
Password: *
Re-type password: *
Security question: *
Select security question
Your answer: *

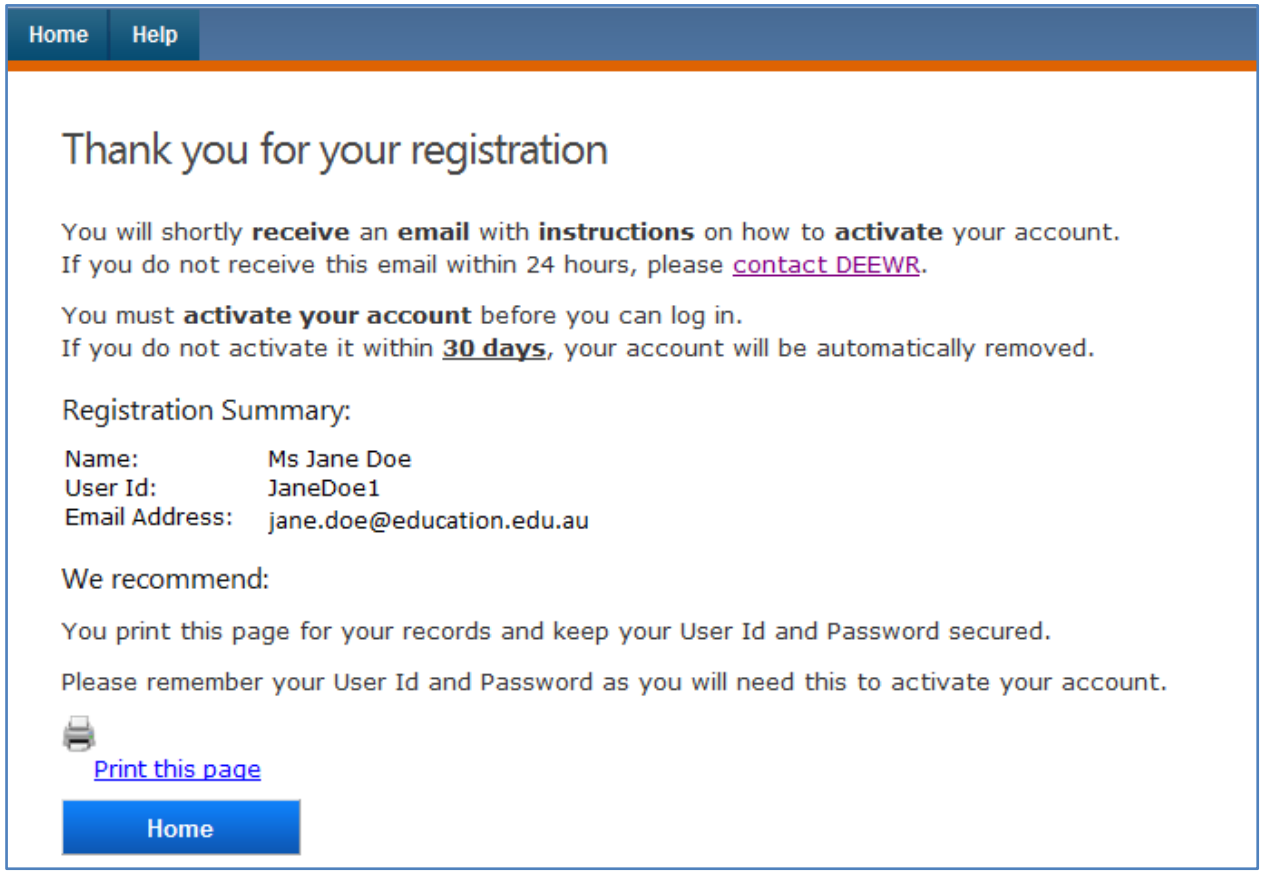

You must read and agree to the Terms and Conditions of Use for DEEWR's School Entry Point System before you continue.
View Terms and Conditions
DEEWR will assume that any transaction using your User id and Password was approved by you. You may cancel your access to School Entry Point at any time by contacting DEEWR.
By selecting the checkbox below you acknowledge that:
I have read and agree to DEEWR's Terms and Conditions and Privacy Policy;
I agree to take reasonable steps to ensure that my password is safe and secure; and
I will not permit any other person to use your School Entry Point user account.
I declare that the information I have provided is correct.
Security code
Verification Code:
N5RHO
Get Audio Code
Enter Code Here: *
Type the 5 character code shown above
Submit
Cancel

Activate the account

8. Read the online instructions on how to activate your account

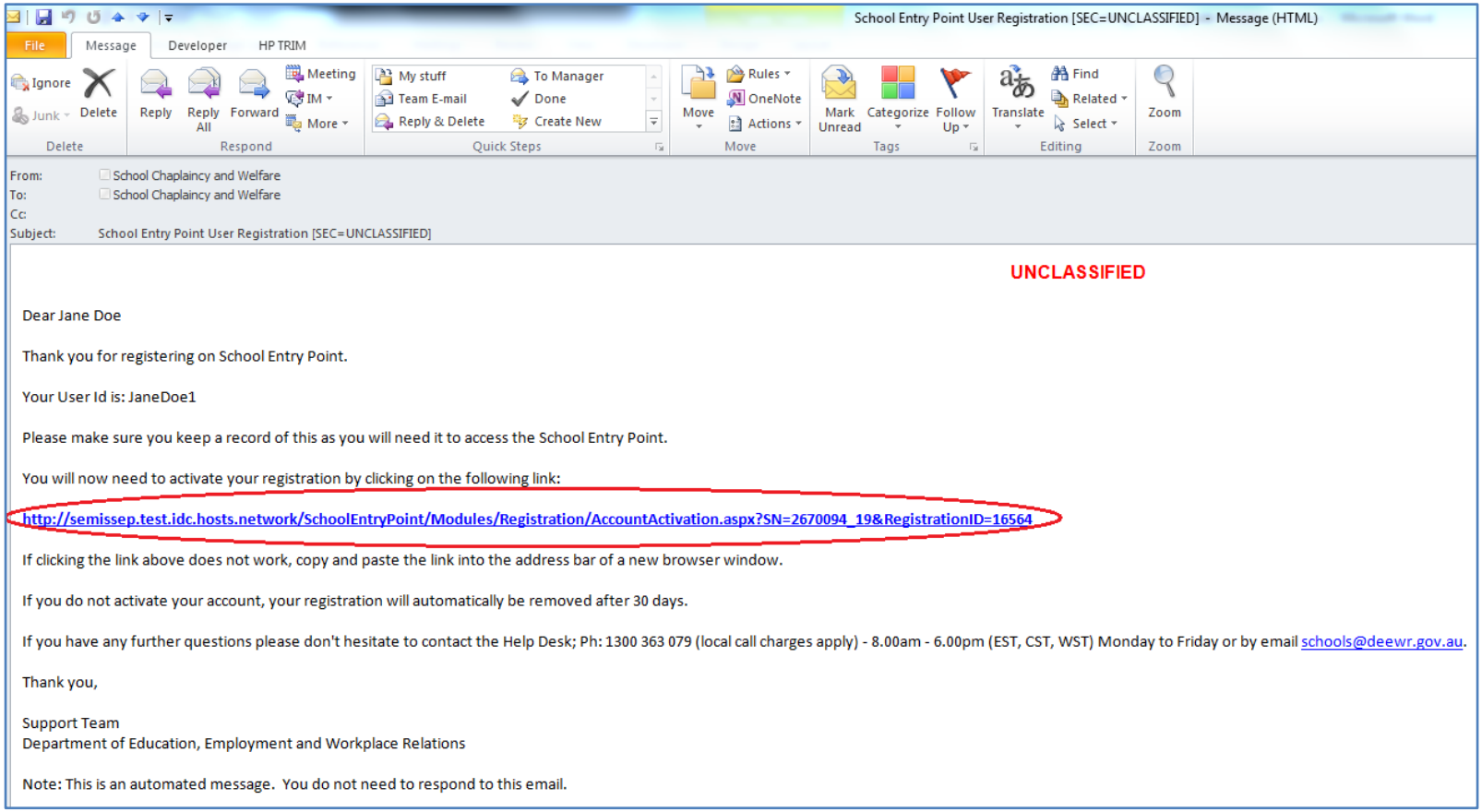
9. Print the page for your records

10. Check your email inbox and follow the instructions to activate your account


Home
Help
Thank you for your registration
You will shortly receive an email with instructions on how to activate your account.
If you do not receive this email within 24 hours, please contact DEEWR.
You must activate your account before you can log in.
If you do not activate it within 30 days, your account will be automatically removed.
Registration Summary:
Name: Ms Jane Doe
User Id: JaneDoe1
Email Address: jane.doe@education.edu.au
We recommend:
You print this page for your records and keep your User Id and Password secured.
Please remember your User Id and Password as you will need this to activate your account.
Print this page
Home

Email instructions

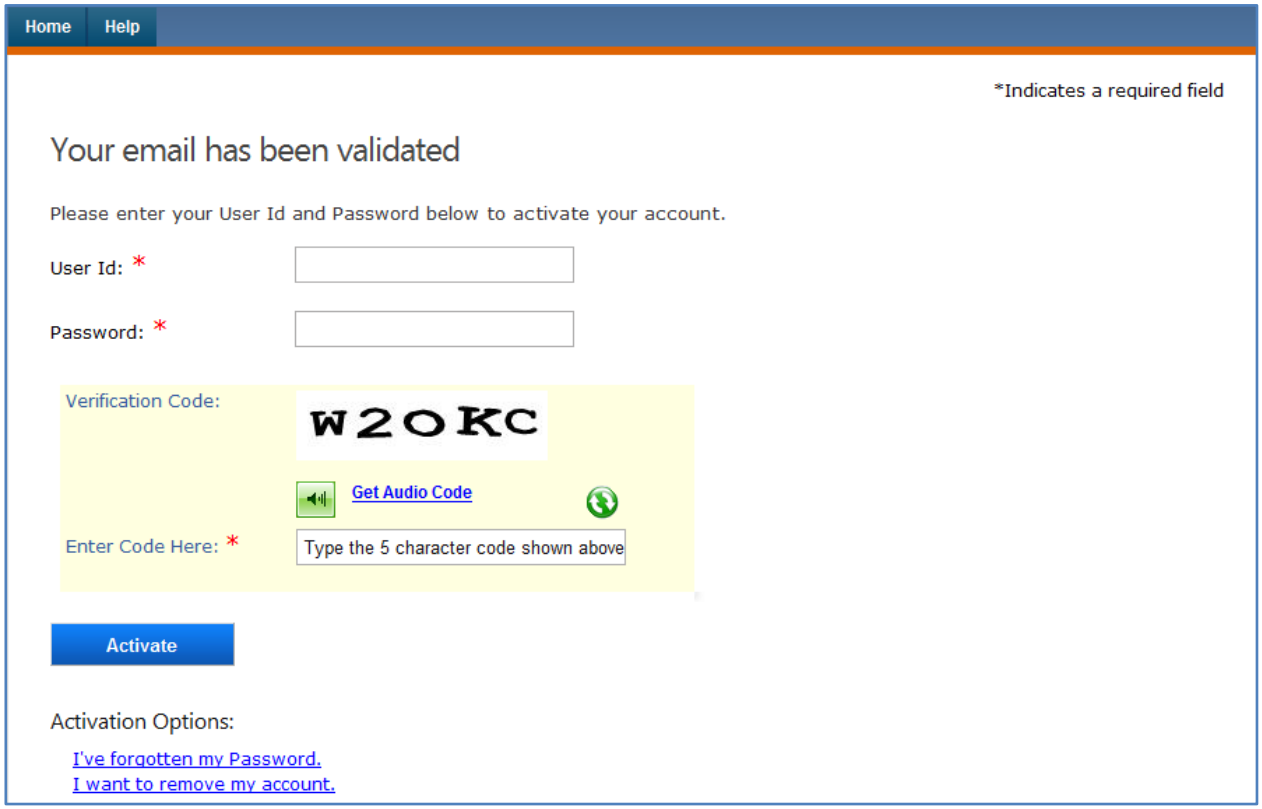
11. Read the instructions and click the link in the email


School Entry Point User Registration [SEC=UNCLASSIFIED] - Message (HTML)
File
Message
Developer
HP TRIM
Ignore
Junk
Delete
Reply
Reply All
Forward
Meeting
IM
More
Delete
Respond
My stuff
Team E-mail
Reply & Delete
To Manager
Done
Create New
Quick Steps
Move
Rules
OneNote
Actions
Move
Mark Unread
Categorize
Follow Up
Tags
Translate
Find
Related
Select
Editing
Zoom
Zoom
From: School Chaplaincy and Welfare
To: School Chaplaincy and Welfare
Cc:
Subject: School Entry Point User Registration [SEC=UNCLASSIFIED]
UNCLASSIFIED
Dear Jane Doe
Thank you for registering on School Entry Point.
Your User Id is: JaneDoe1
Please make sure you keep a record of this as you will need it to access the School Entry Point.
You will now need to activate your registration by clicking on the following link:
http://semissep.test.idc.hosts.network/SchoolEntryPoint/Modules/Registration/AccountActivation.aspx?SN=2670094_19&RegistrationID=16564
If clicking the link above does not work, copy and paste the link into the address bar of a new browser window.
If you do not activate your account, your registration will automatically be removed after 30 days.
If you have any further questions please don't hesitate to contact the Help Desk; Ph: 1300 363 079 (local call charges apply) - 8.00am - 6.00pm (EST, CST, WST) Monday to Friday or by email schools@deewr.gov.au.
Thank you,
Support Team
Department of Education, Employment and Workplace Relations
Note: This is an automated message. You do not need to respond to this email.

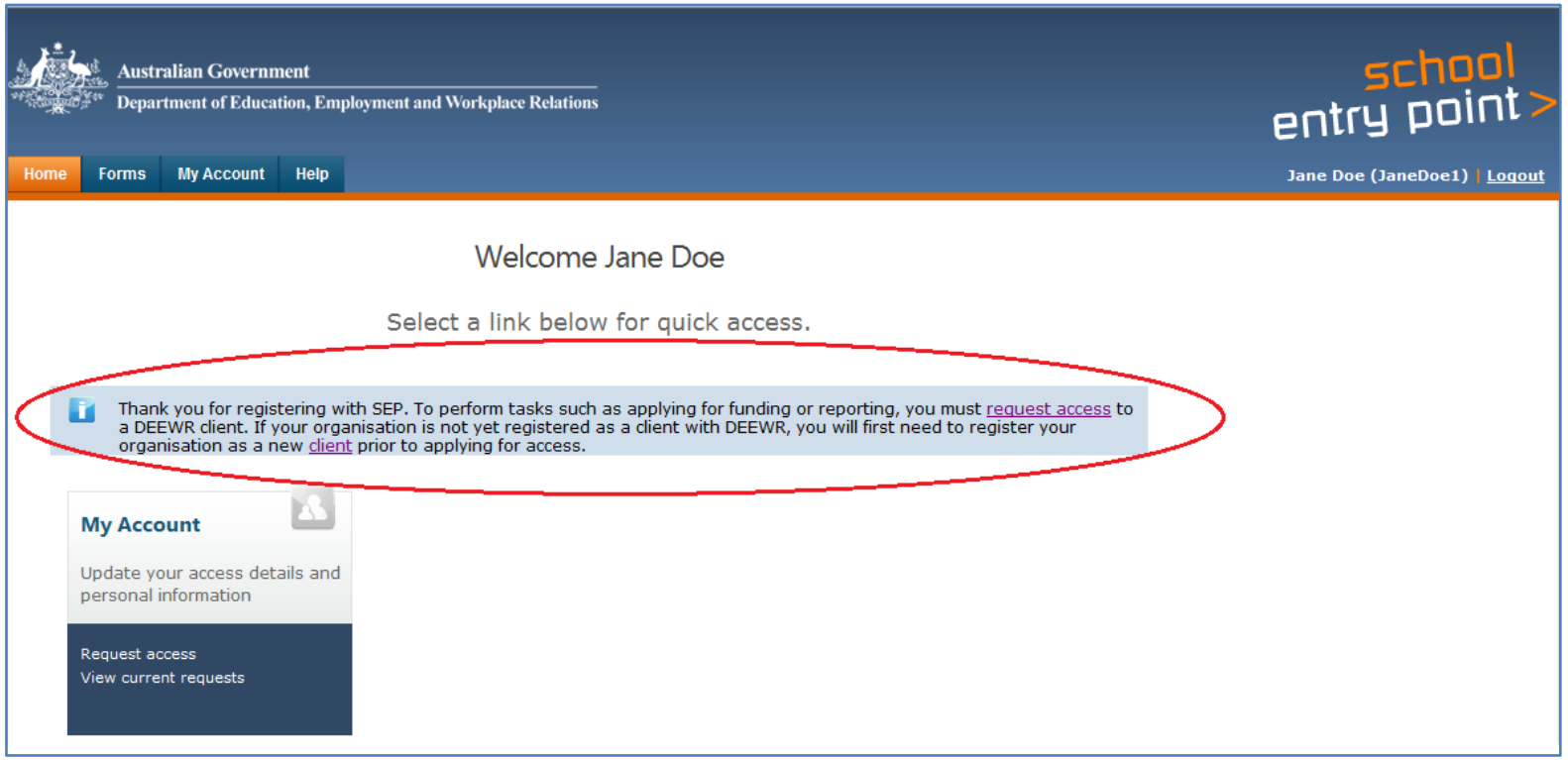
12. When prompted enter your **User Id** and **Password**

Note: this will be the same User Id and Password that you created when you registered.

13. Click the **Activate** button



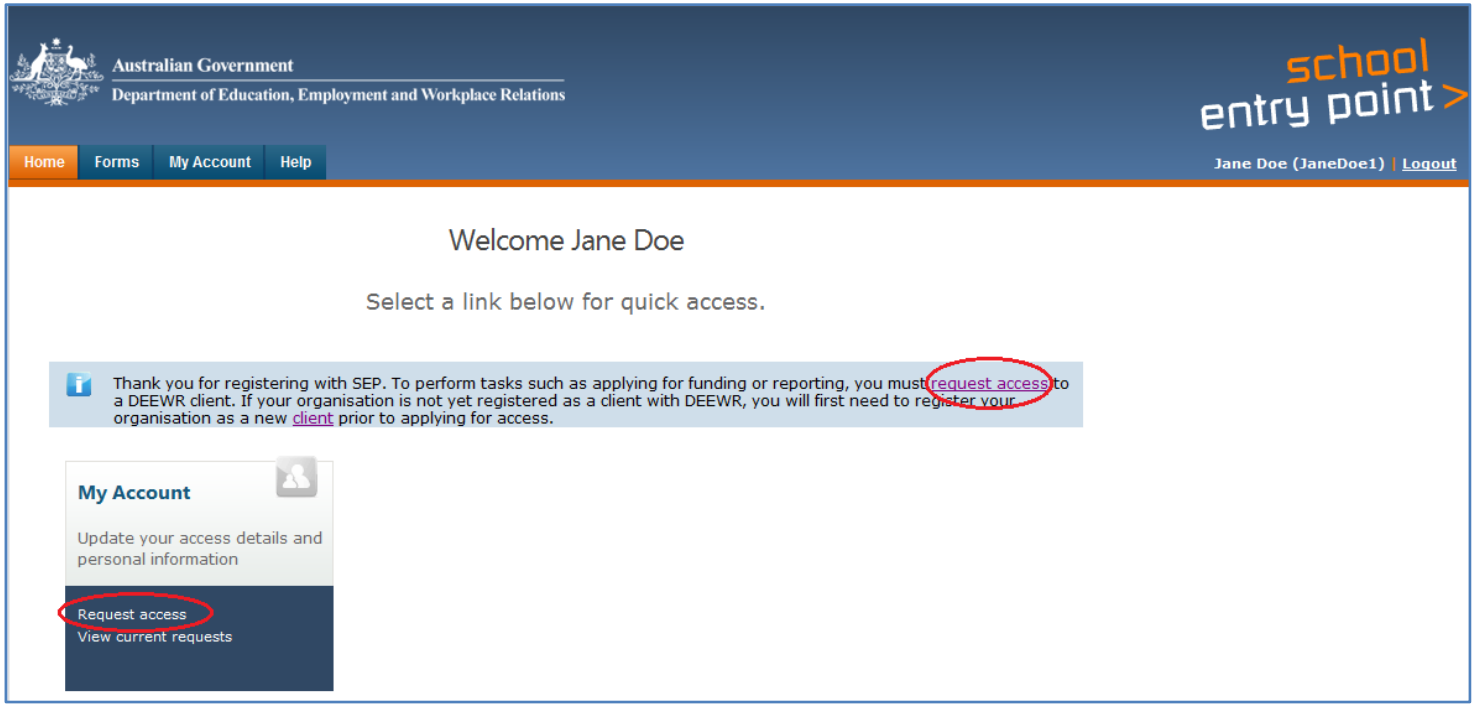
14. A message appears confirming your account is now active.


Australian Government
Department of Education, Employment and Workplace Relations
school entry point
Home
Forms
My Account
Help
Jane Doe (JaneDoe1) | Logout
Welcome Jane Doe
Select a link below for quick access.
Thank you for registering with SEP. To perform tasks such as applying for funding or reporting, you must request access to a DEEWR client. If your organisation is not yet registered as a client with DEEWR, you will first need to register your organisation as a new client prior to applying for access.
My Account
Update your access details and personal information
Request access
View current requests

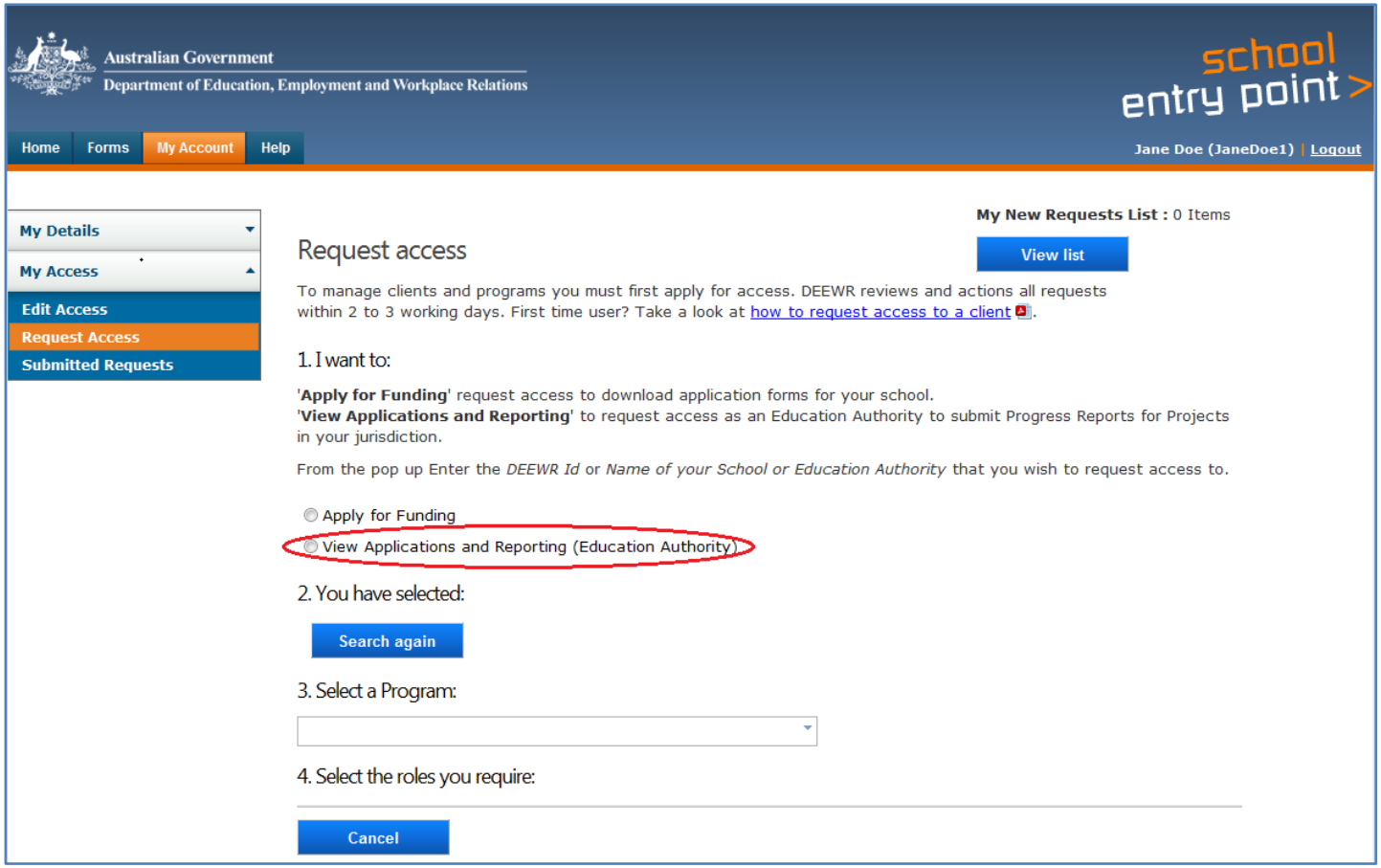
Part 2. Requesting Reporting Authority/Finance Contact Access

1. Select **Request Access** button

Note: that given your request to access personal details as a funding recipient must be processed by the Department of Education, that the Requesting Access process can take 24 hours


Australian Government
Department of Education, Employment and Workplace Relations
school entry point
Home
Forms
My Account
Help
Jane Doe (JaneDoe1) | Logout
Welcome Jane Doe
Select a link below for quick access.
Thank you for registering with SEP. To perform tasks such as applying for funding or reporting, you must request access to a DEEWR client. If your organisation is not yet registered as a client with DEEWR, you will first need to register your organisation as a new client prior to applying for access.
My Account
Update your access details and personal information
Request access
View current requests

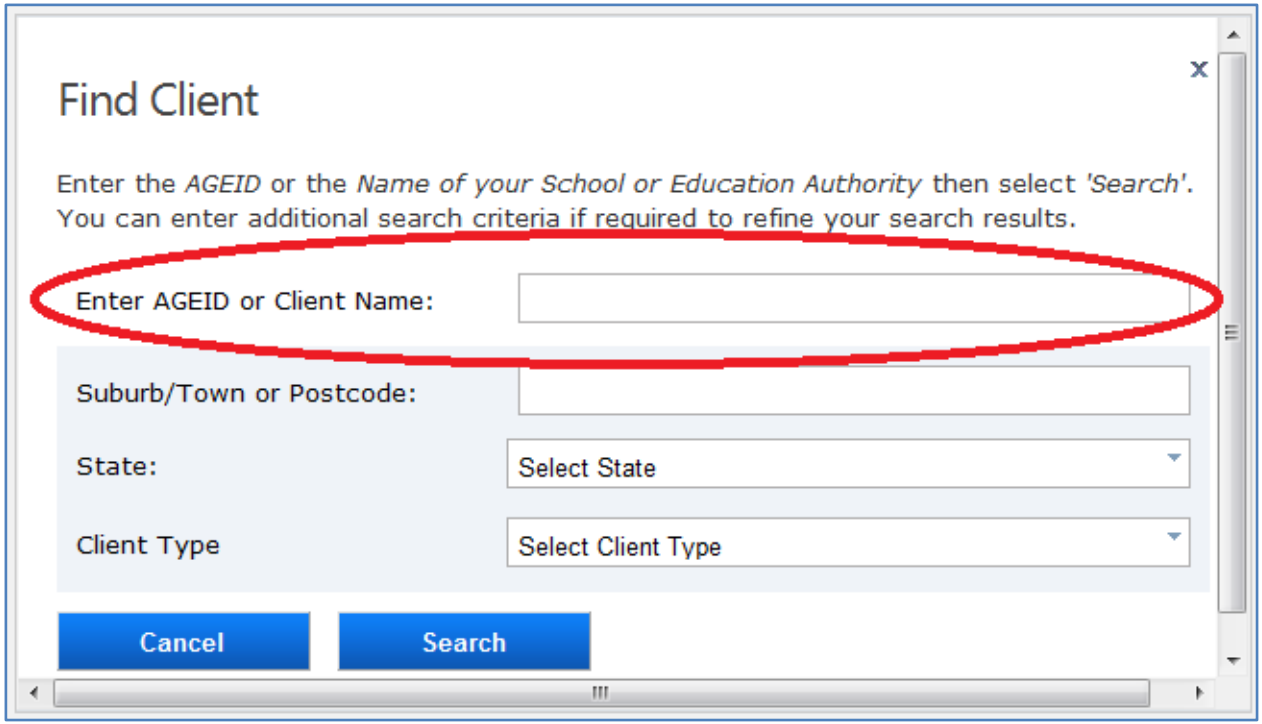
2. Select the **View Applications and Reporting (Education Authority)** option


Australian Government
Department of Education, Employment and Workplace Relations
school entry point
Home
Forms
My Account
Help
Jane Doe (JaneDoe1) | Logout
My Details
My Access
Edit Access
Request Access
Submitted Requests
My New Requests List : 0 Items
View list
Request access
To manage clients and programs you must first apply for access. DEEWR reviews and actions all requests within 2 to 3 working days. First time user? Take a look at how to request access to a client.
1. I want to:
'Apply for Funding' request access to download application forms for your school.
'View Applications and Reporting' to request access as an Education Authority to submit Progress Reports for Projects in your jurisdiction.
From the pop up Enter the DEEWR Id or Name of your School or Education Authority that you wish to request access to.
Apply for Funding
View Applications and Reporting (Education Authority)
2. You have selected:
Search again
3. Select a Program:
4. Select the roles you require:
Cancel

3. If you have clicked the button above you will get a popup box. Enter the **Funding Recipient AGE ID** (not the school AGE ID) then select the **Search** button.

4. **If you do not know your funding recipient AGE ID,** please enter the Funding Recipient legal name in the Enter AGEID or Client Name field and then hit the Search button or choose another one of the fields to search for your details. Search fields work better *if you don't fill out every box.*

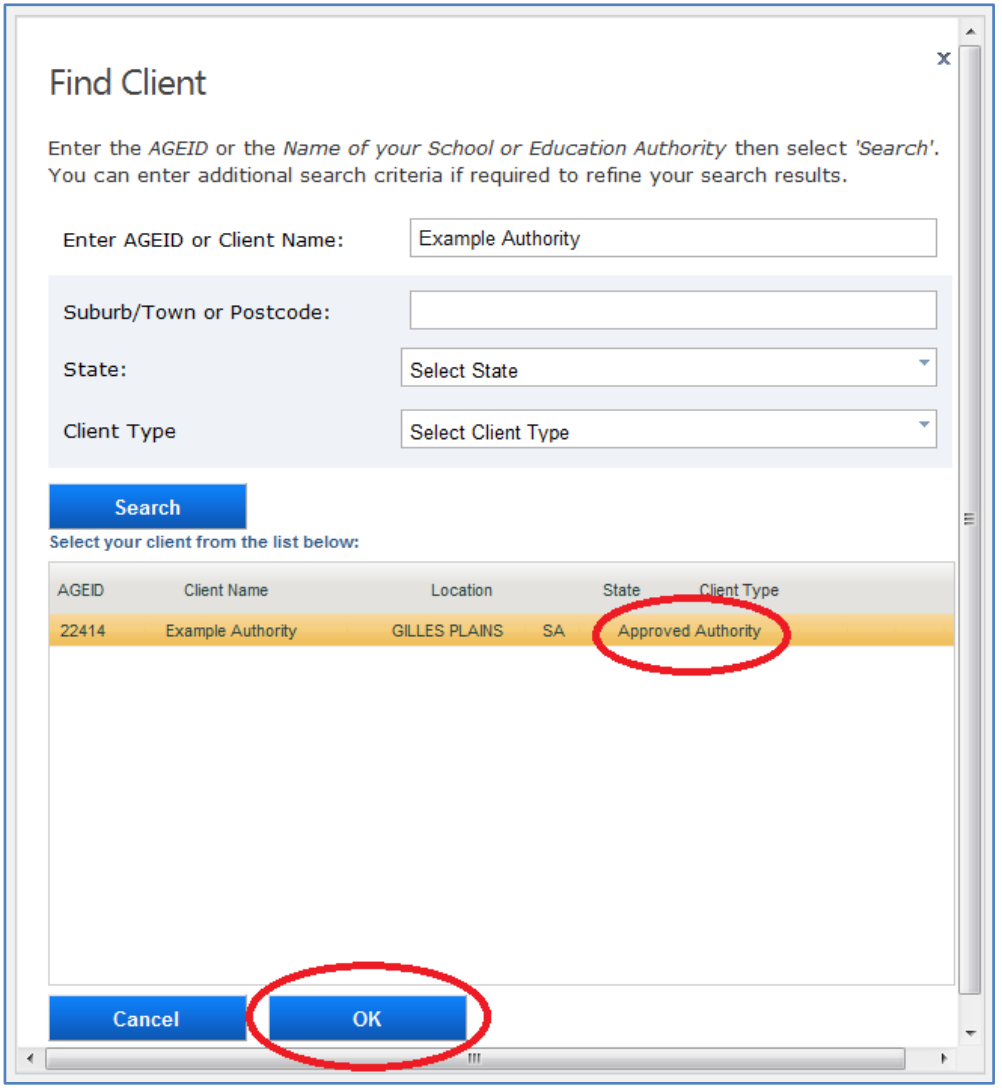
Note: The term AGE ID has replaced the previously used terms - Client ID or DEEWR ID. The ID you enter in this field is unchanged, it is simply a change in terminology to accommodate the new Department of Education.


Find Client
Enter the AGEID or the Name of your School or Education Authority then select 'Search'.
You can enter additional search criteria if required to refine your search results.
Enter AGEID or Client Name:
Suburb/Town or Postcode:
State:
Select State
Client Type
Select Client Type
Cancel
Search

5. Once you have searched for your details and you have confirmed those details are correct click Ok. If there is only one search result it will be highlighted in orange.

If there are multiple options to choose from click on your Funding Recipients details. This will highlight your Funding Recipient name in orange, then select **OK**

Note: It must say Approved Authority. If it does not say Approved Authority you may have mistakenly entered a school AGE ID. You will need to undertake another search as above.

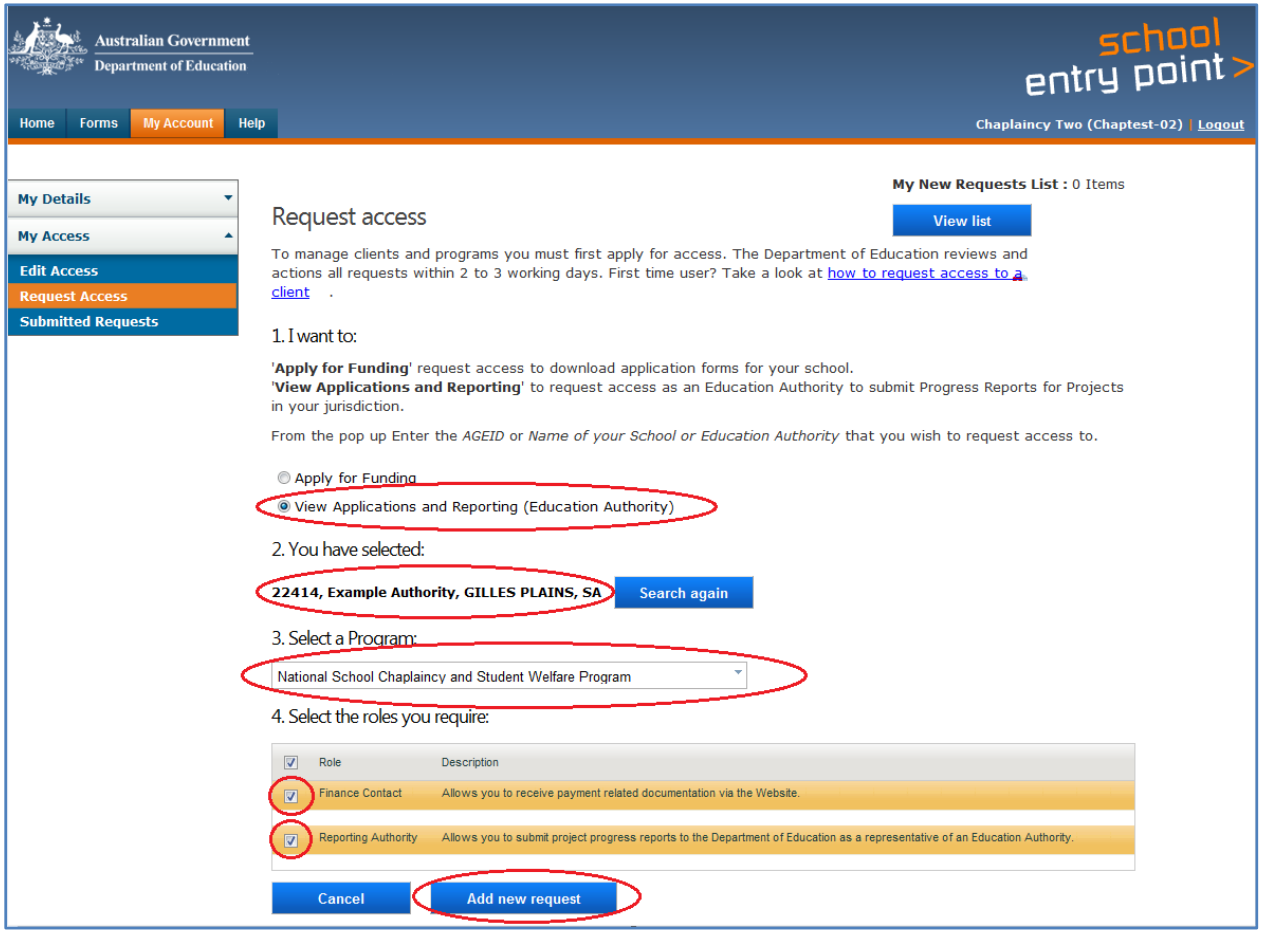


6. **Pick the programme**: National School Chaplaincy and Student Welfare Program

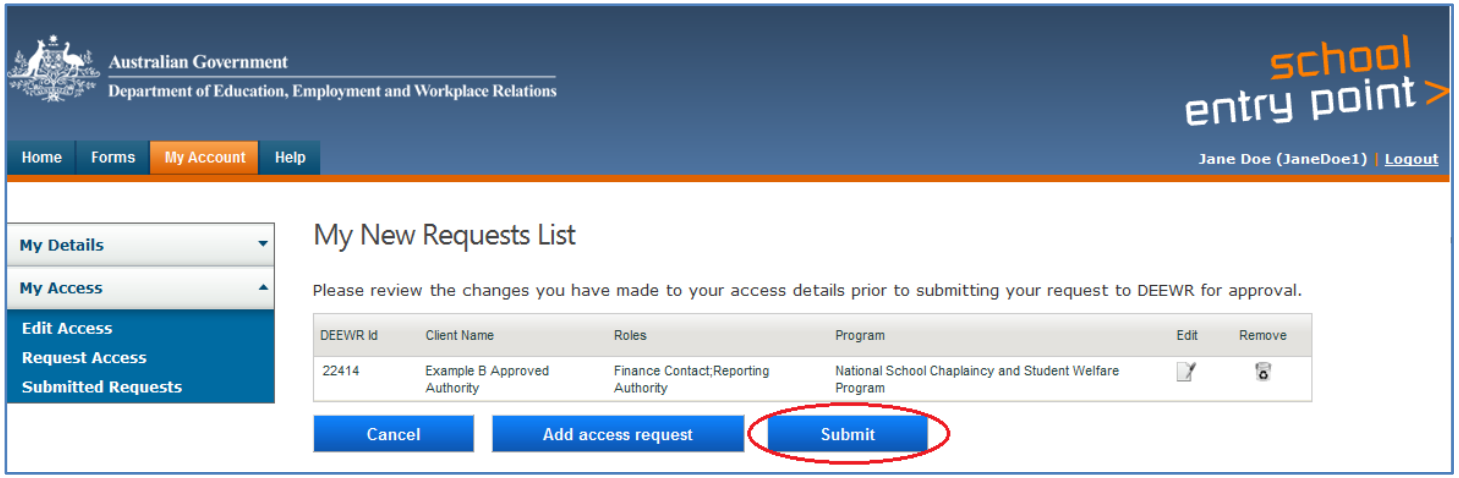
7. Click the **Reporting Authority** role

7b. You may also click the **Finance Contact** role.

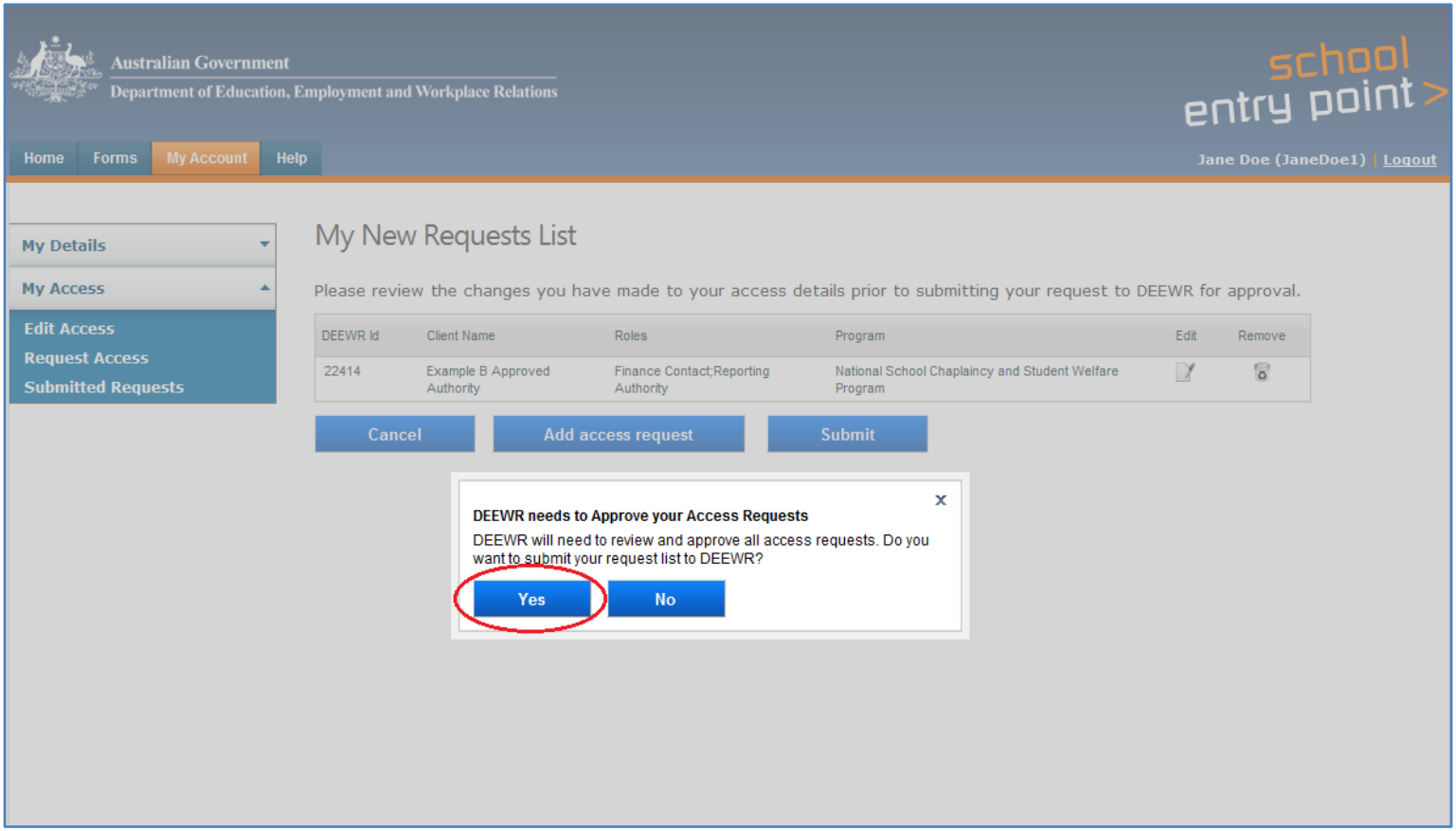
8. Click the **Add new request** button


Australian Government
Department of Education
school entry point
Home
Forms
My Account
Help
Chaplaincy Two (Chaptest-02) | Logout
My Details
My Access
Edit Access
Request Access
Submitted Requests
My New Requests List : 0 Items
View list
Request access
To manage clients and programs you must first apply for access. The Department of Education reviews and actions all requests within 2 to 3 working days. First time user? Take a look at how to request access to a client .
1. I want to:
'Apply for Funding' request access to download application forms for your school.
'View Applications and Reporting' to request access as an Education Authority to submit Progress Reports for Projects in your jurisdiction.
From the pop up Enter the AGEID or Name of your School or Education Authority that you wish to request access to.
Apply for Funding
View Applications and Reporting (Education Authority)
2. You have selected:
22414, Example Authority, GILLES PLAINS, SA
Search again
3. Select a Program:
National School Chaplaincy and Student Welfare Program
4. Select the roles you require:
Role
Description
Finance Contact
Allows you to receive payment related documentation via the Website.
Reporting Authority
Allows you to submit project progress reports to the Department of Education as a representative of an Education Authority.
Cancel
Add new request

9. Once you have reviewed your request and are happy with it, select **Submit**

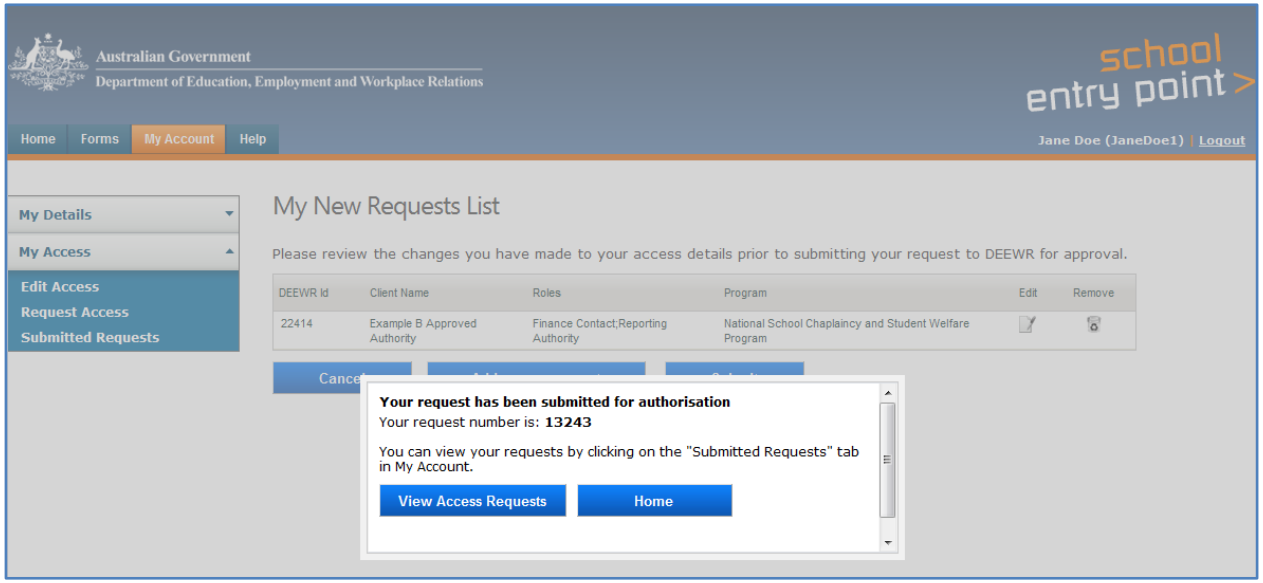


10. Select **Yes** to send your registration request to the Department of Education for processing

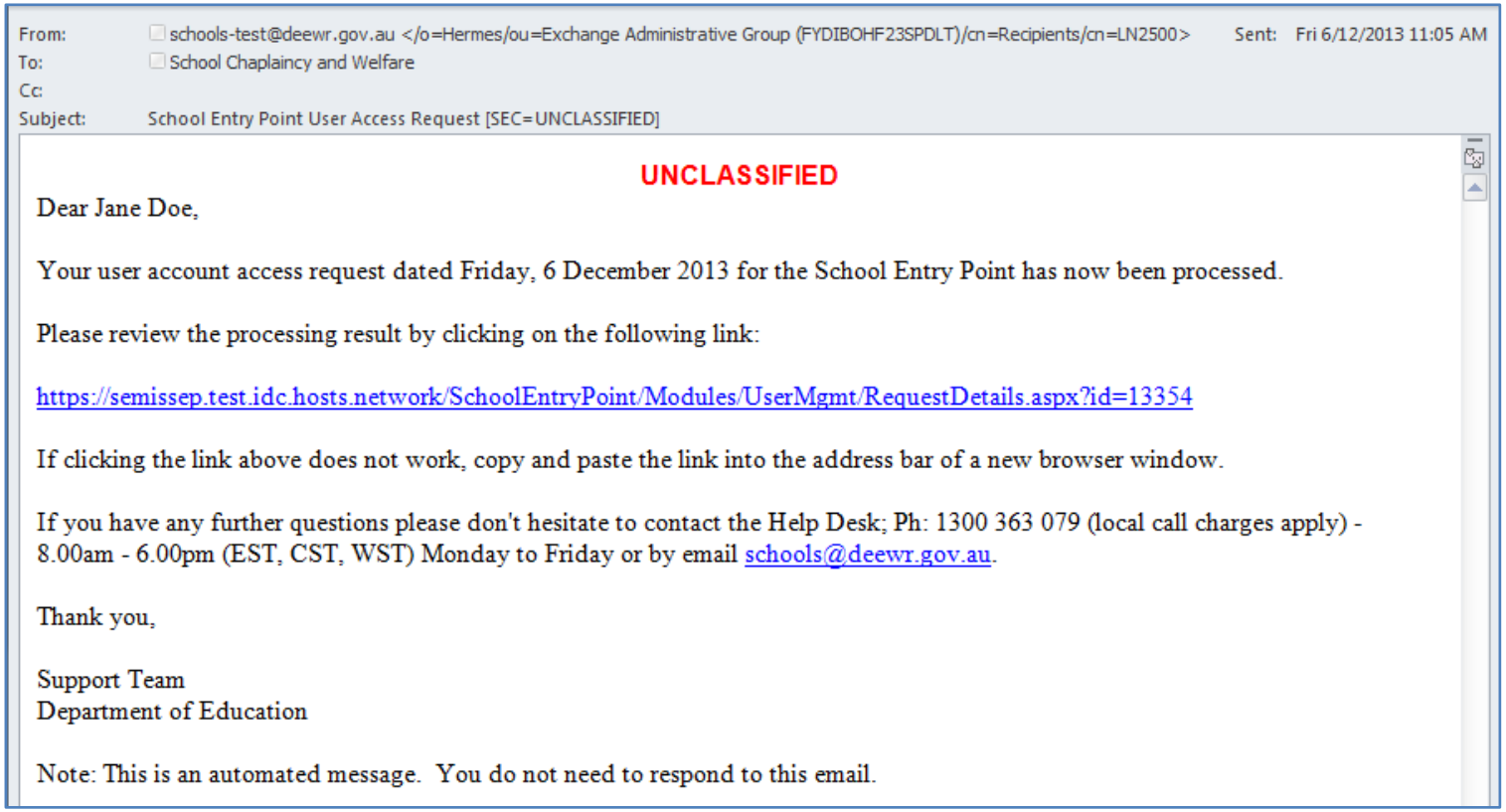


11. A message will be displayed to advise that your request has been submitted for authorisation

Note: take note of your request number for any queries



12. Once the access request has been processed, an automated email will be sent to the address you nominated at registration to advise that your access has been processed. You should have full access to the system now.



From: schools-test@deewr.gov.au </o=Hermes/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=LN2500> Sent: Fri 6/12/2013 11:05 AM
To: School Chaplaincy and Welfare
Cc:
Subject: School Entry Point User Access Request [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Jane Doe,

Your user account access request dated Friday, 6 December 2013 for the School Entry Point has now been processed.

Please review the processing result by clicking on the following link:

https://semissep.test.idc.hosts.network/SchoolEntryPoint/Modules/UserMgmt/RequestDetails.aspx?id=13354

If clicking the link above does not work, copy and paste the link into the address bar of a new browser window.

If you have any further questions please don't hesitate to contact the Help Desk; Ph: 1300 363 079 (local call charges apply) - 8.00am - 6.00pm (EST, CST, WST) Monday to Friday or by email schools@deewr.gov.au.

Thank you,

Support Team
Department of Education

Note: This is an automated message. You do not need to respond to this email.